

# High-level Build phase outline

March 5, 2002

## Build Outline

Need to make all materials:

- What to do internally
- What to do when contracted

We will look at building online in our next couple of meetings

### 1. Course materials

- **Develop detailed course content (Participant guide skeleton)**
  - Bridge the gap between storyboards to participant guide – clarify that task outline created in Design includes task analysis
- **Create participant materials**
  - **\*If online – activities, feedback mechanism, training database**
  - Guidelines, samples
  - Anita will have training standard documentation within the month (participant guide, ppt. Slides, cover designs)
- **Develop media (video, graphics, audio, animation)**
  - What are the different types, when to use, when to outsource, how to review outsourced media checklist
  - Talk to Beth, Candace
- **Instructor materials**
  - Guidelines, moving from a participant guide to instructor guide, samples
- **Develop performance support processes**
  - What types, when to use, samples (How to create and effective job aid, etc)

### 2. Evaluation/Measurement – Need clarification

- **Develop evaluation tools/method**

### 3. Testing

- **Plan & conduct dry run (*Page by page with SMEs for accuracy – internal*)**
  - Guidelines, logistics, issue tracking, comments/evaluation
  - **\*If online – Plan & conduct Dev/ System tests**
- **Plan & conduct pilot (*Dress rehearsal with audience – external*)**
  - Guidelines, logistics, issue tracking, comments/evaluation

### 4. TOT

- **Determine course structure, content, materials, logistics**
  - Guidelines, logistics, trainer toolkit, F2B samples, comments/evaluation

### 5. Training logistics

- **Solicit trainers**
  - How to select? Auditions?
- **Select sites and schedule trainers accordingly**
  - Excel tracking sheet? Work with logistics and Do phase
- **Package and track materials (printing & shipping)**
  - Logistics – Not us.

### 6. Project management

- **Implement communication plan**
  - Advertise training, LMS, Work with Do phase
- **Create training maintenance plan – Work with Do phase**

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## **Dependencies**

### **Evaluation - This should occur during the Design phase**

- How will success be measured throughout the development of the course?  
Changes, observations, recommendations, improvements tracked? Captured?  
Lessons learned along the way?
- The Dry Run, Pilot, and TOT should be consistent with the Usability reviews in Design- Issue log? Informal comments, debriefs? Does this align with learning objectives, etc..Strategy for applying change requests? Documenting lessons learned along the way?

**Build needs to work with Do on TOT, logistics, and maintenance plan since they will be implementing**